

Ton Duc Thang University
**CENTER FOR APPLIED
INFORMATION TECHNOLOGY**



Course Lecture

MOS WORD 2016

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- Textbooks

- [1]. Joan E. Lambert, [2017] MOS 2016 Study Guide for Microsoft Word

- Main references:


- [2]. Wiley, [2016]. Microsoft Official Academic Course MICROSOFT WORD 2016.
- [3]. Windows 10 tutorialspoint SIMPLY EASY LEARNING [2018].

Ton Duc Thang University


Chapter 3

**VIEWING AND
FORMATTING
CONTENT**

Chapter 3. Viewing and formatting content

- 
- 3.1 Apply font and paragraph attributes
 - 3.2 Apply different views to a document
 - 3.3 Navigate and search through a document
 - 3.4 Apply spacing settings to text and paragraphs
 - 3.5 Apply indentation and tab settings to a paragraph
 - 3.6 Apply lists to a document

Chapter 3. Viewing and formatting content

- 
- 3.1 Apply font and paragraph attributes
 - 3.2 Apply different views to a document
 - 3.3 Navigate and search through a document
 - 3.4 Apply spacing settings to text and paragraphs
 - 3.5 Apply indentation and tab settings to a paragraph
 - 3.6 Apply lists to a document

3.1 Apply font and paragraph attributes

1/. Format characters

2/. Apply styles

3.1 Apply font and paragraph attributes

1/. Format characters

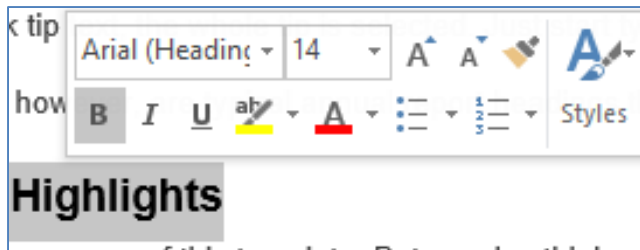
2/. Apply styles

1- Format characters

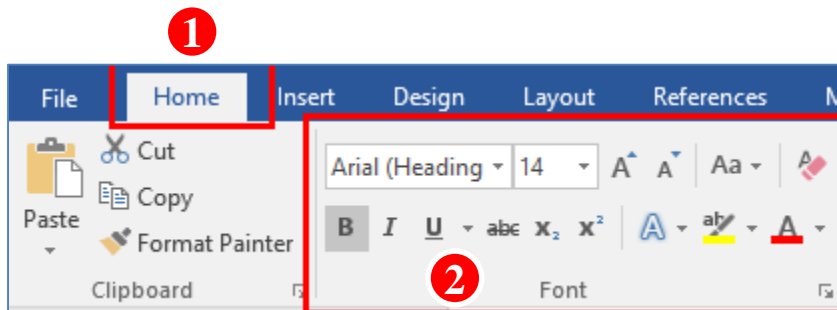
- Change font and other properties of characters
 - **Size:** size of characters
 - **Font Style:** font style of characters (regular, italic, bold, italic and bold)
 - **Underline:** underline styles
 - **Change Case:** change text to uppercase, lowercase and other capitalizations
 - **Effects:** effect of characters
 - **Highlight:** highlight characters
 - **Color:** color of characters
 - **Character Spacing:** spacing between characters
 - **Drop Cap:** large capital character at the beginning of paragraph

1- Format characters

- Perform the following steps (2 ways):
 - 1: Use **Mini Toolbar** (*this toolbar only appears after selecting text*)

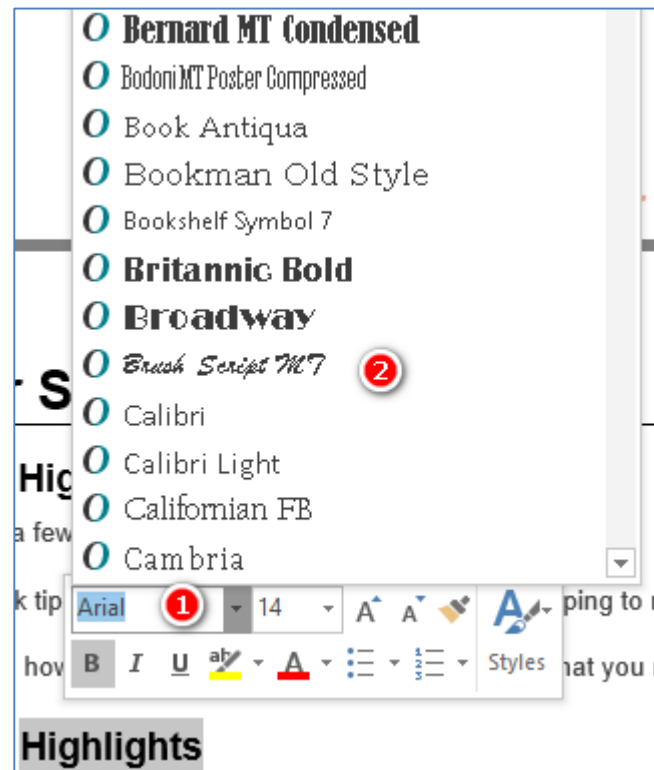


- 2: **Home** tab → **Font** group



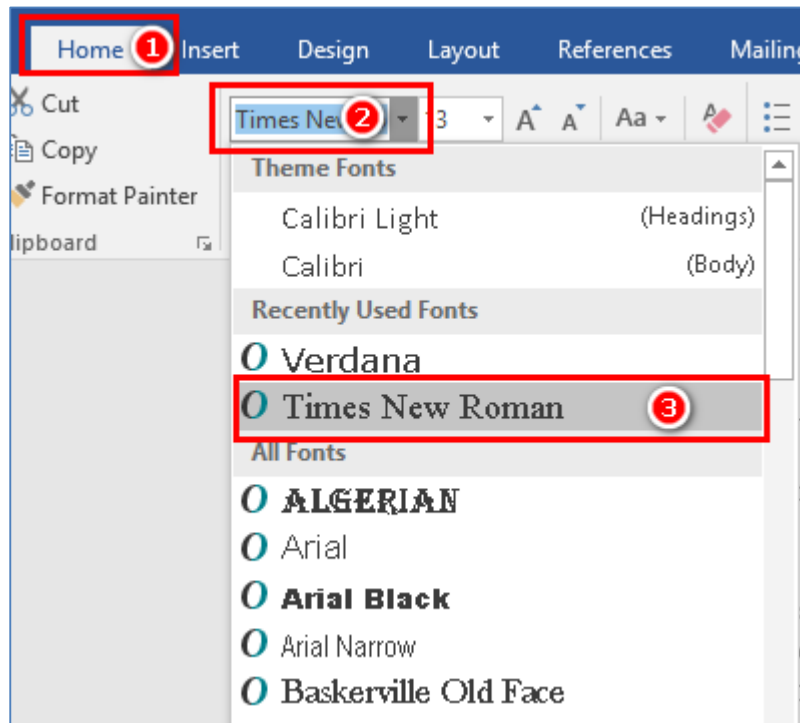
1- Format characters

- Format font (3 ways):
 - 1: Use Mini Toolbar: Click **Font** → select font name.

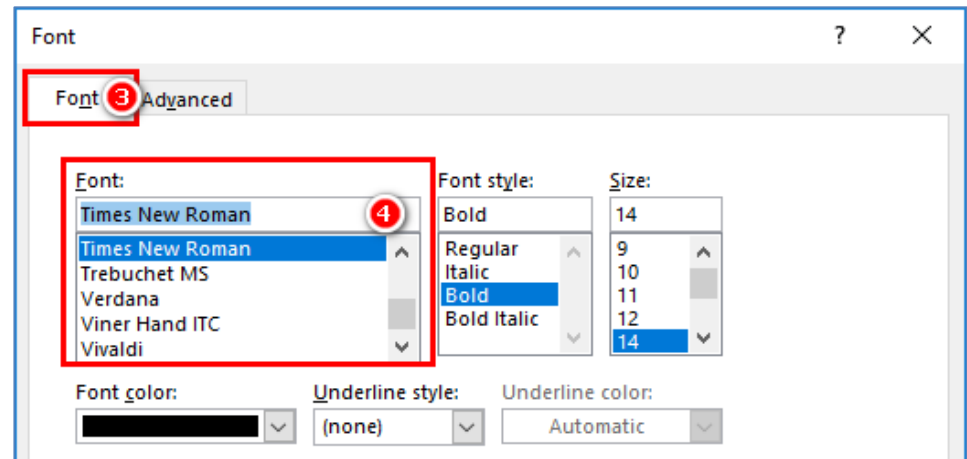
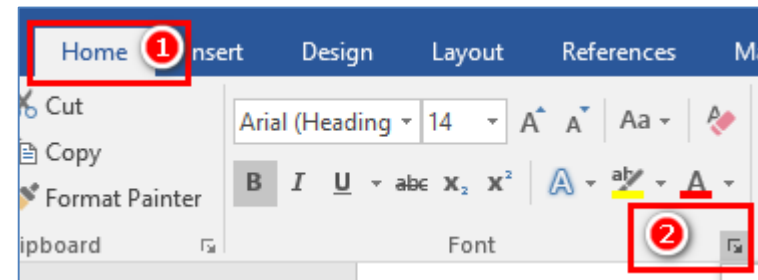


1- Format characters

- Format font (cont.):
- **2: Home tab → Font group**

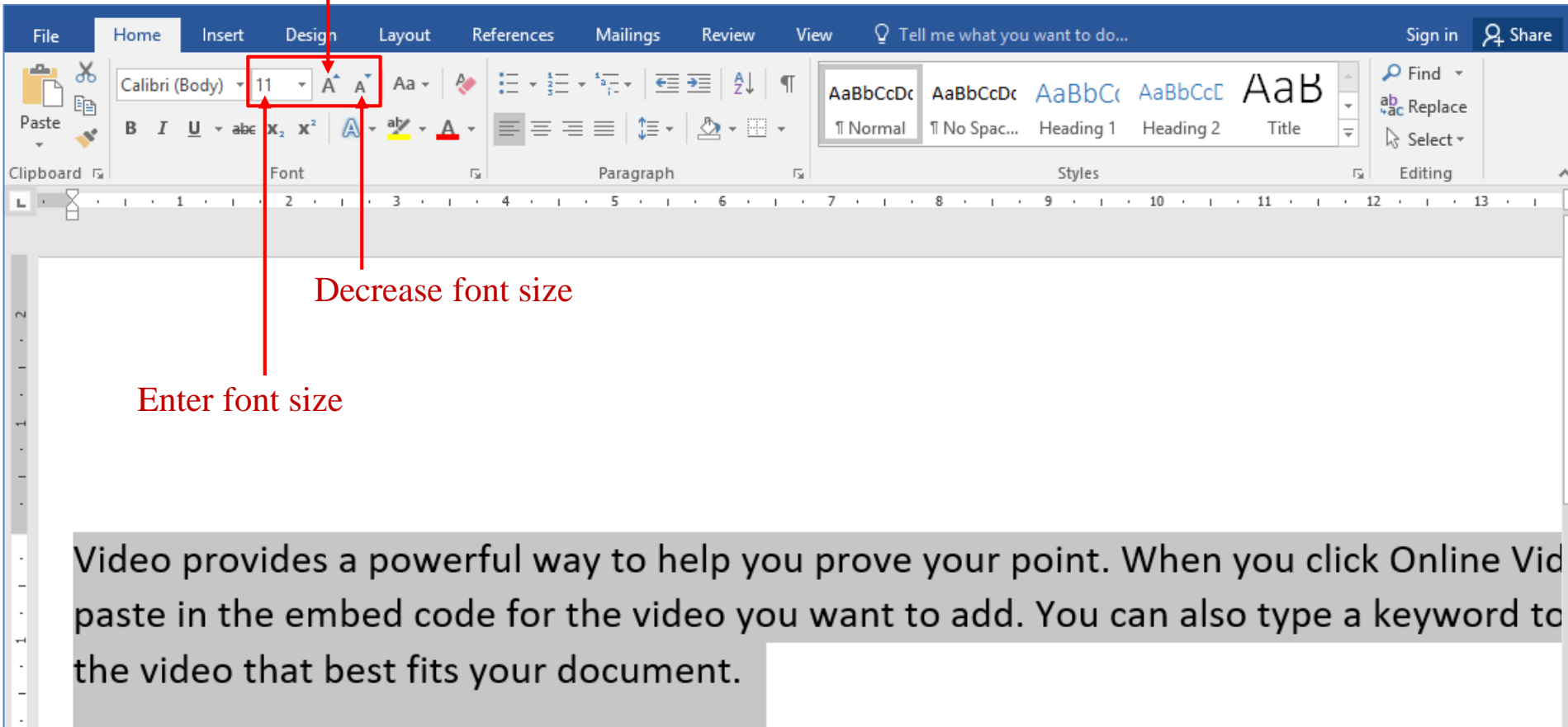


- **3: Font dialog box**



1- Format characters

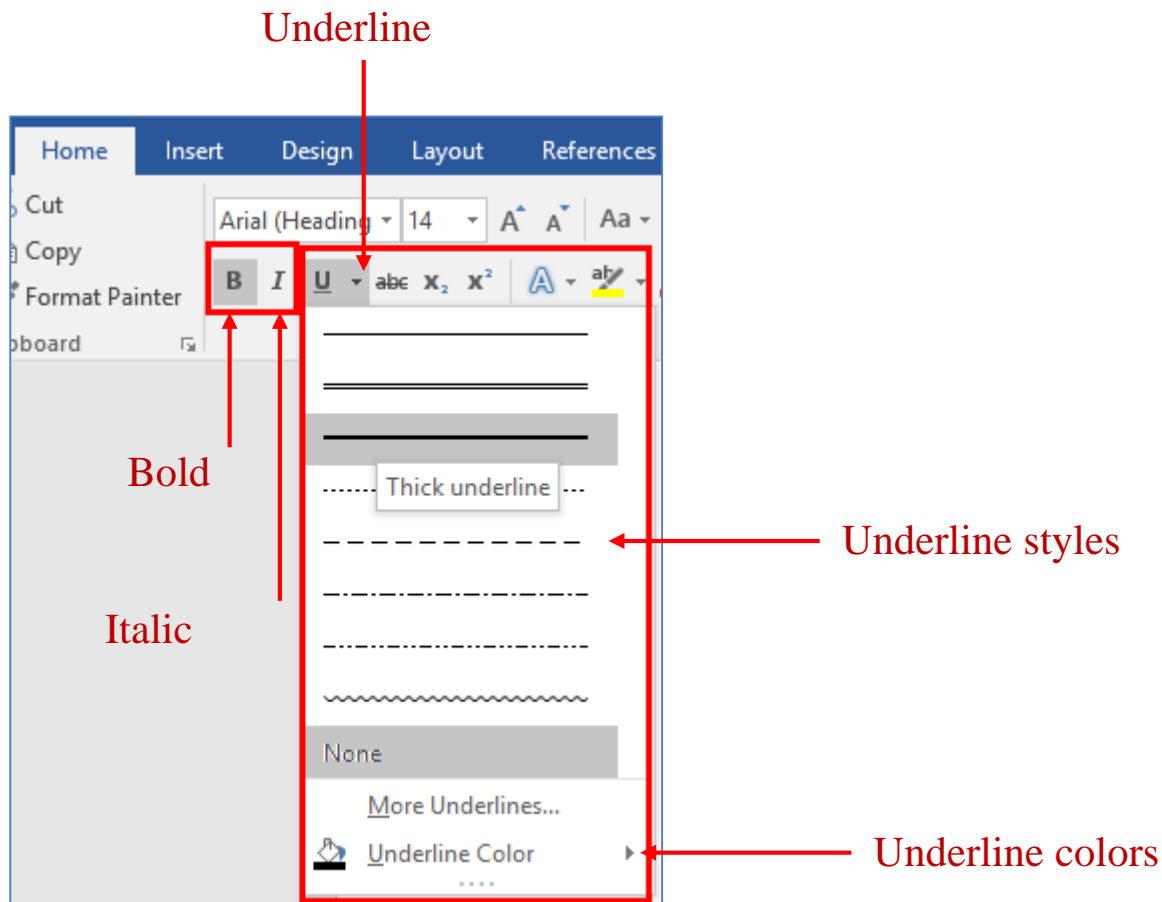
- Change font size:
Increase font size



The screenshot shows the Microsoft Word ribbon with the 'Home' tab selected. The 'Font' group is highlighted, showing the font face 'Calibri (Body)' and the font size '11'. A red box is drawn around the font size '11' and the 'Increase font size' (A+) and 'Decrease font size' (A-) buttons. Red arrows point from the text 'Increase font size' to the 'A+' button, from 'Decrease font size' to the 'A-' button, and from 'Enter font size' to the font size dropdown menu. The 'Styles' group shows various document styles like 'Normal', 'No Spacing', 'Heading 1', 'Heading 2', and 'Title'. The 'Editing' group shows 'Find', 'Replace', and 'Select' options. The main document area contains a paragraph of text: 'Video provides a powerful way to help you prove your point. When you click Online Vid paste in the embed code for the video you want to add. You can also type a keyword to the video that best fits your document.'


1- Format characters

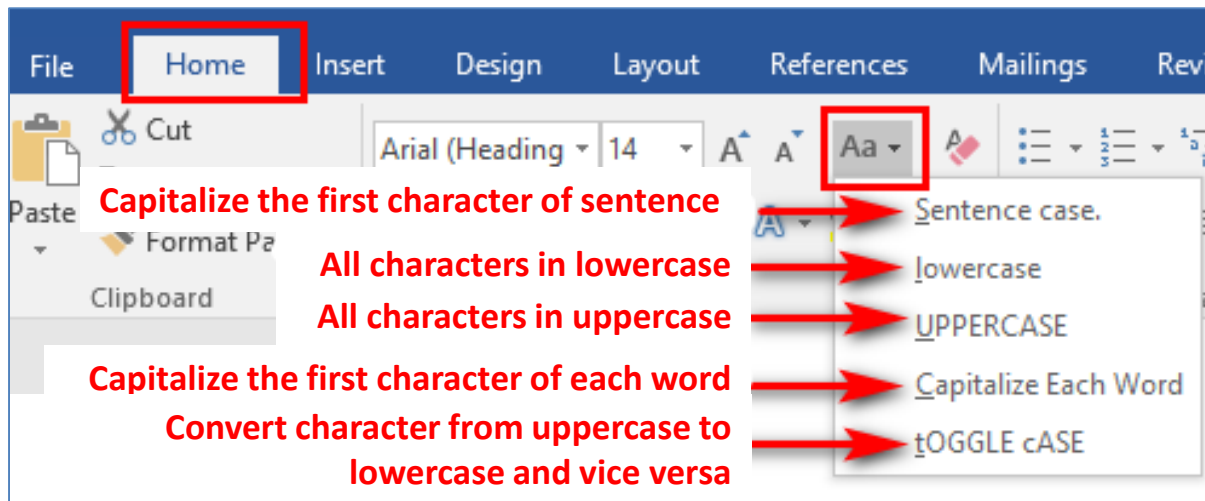
- Change font style: **Home** tab → **Font** group



1- Format characters

- Change text to uppercase, lowercase and other capitalizations:

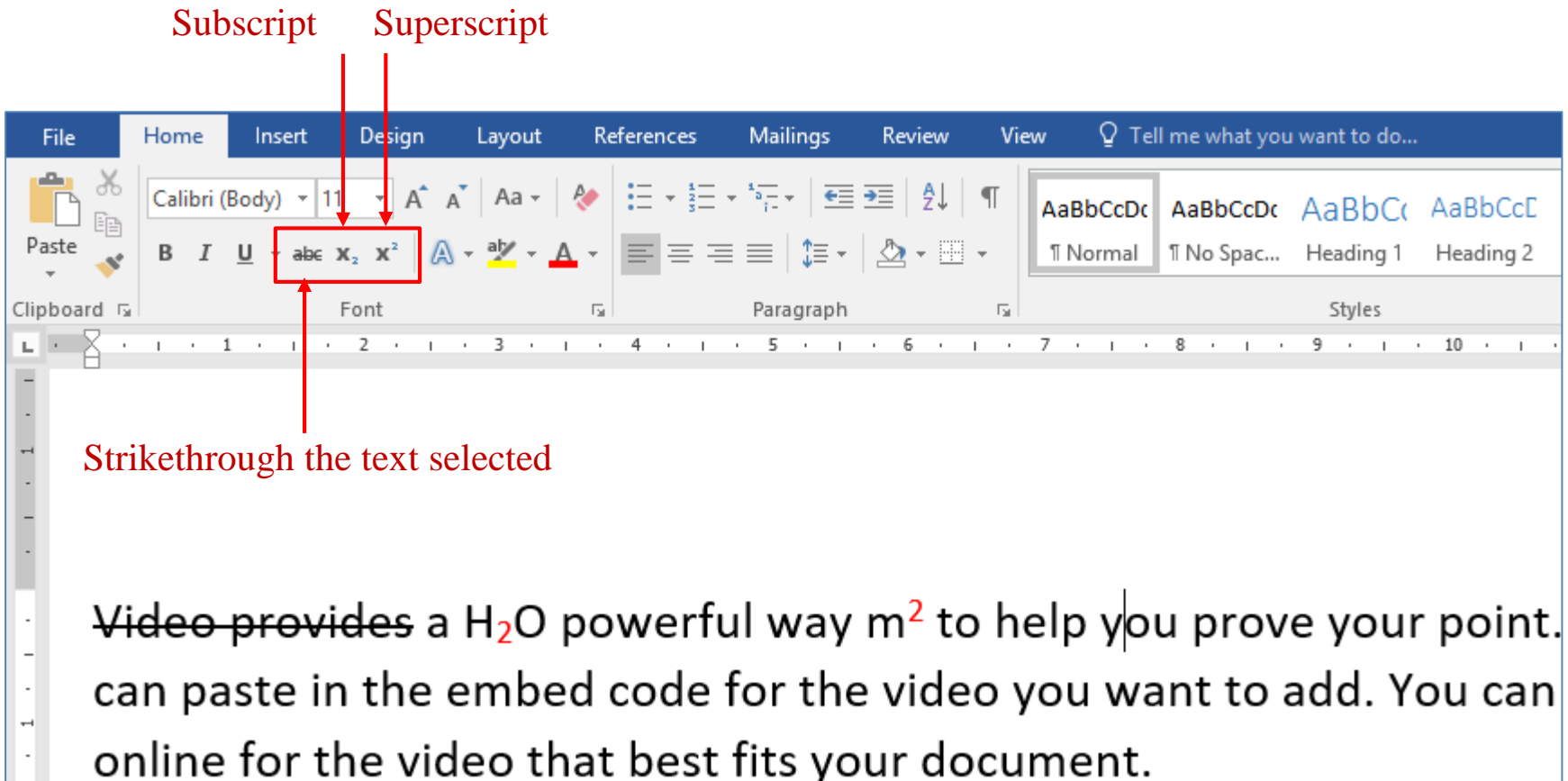
Home tab → **Change Case**  → select the suitable type.



1- Format characters

- Apply simple effects: **Home** tab → **Font** group


Subscript Superscript

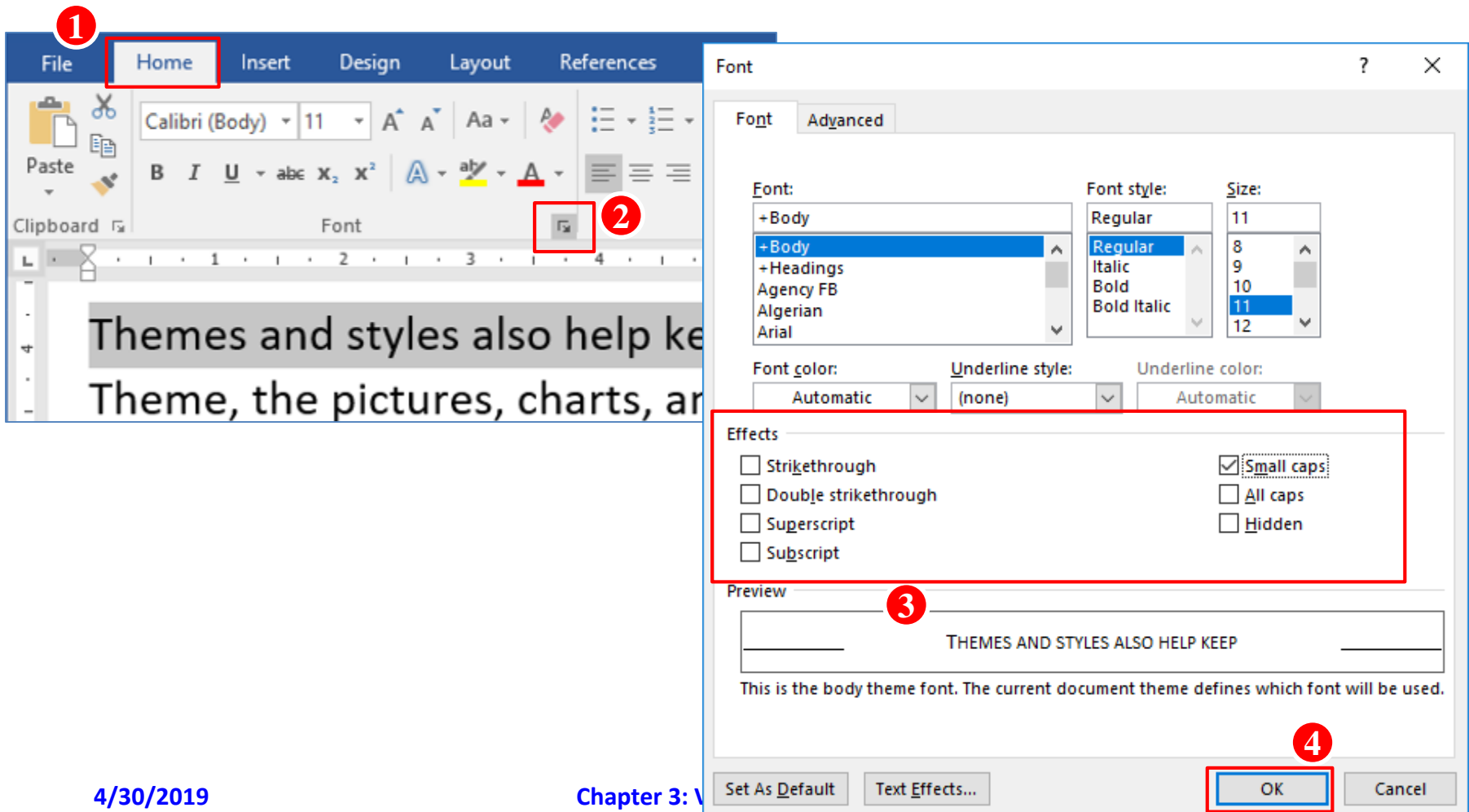


Strikethrough the text selected

Video provides a H₂O powerful way m² to help you prove your point. can paste in the embed code for the video you want to add. You can online for the video that best fits your document.

1- Format characters

- Apply simple effects: **Home** tab (1) →  (2) → **Effects** pane → select the effect (3) → **OK** (4)




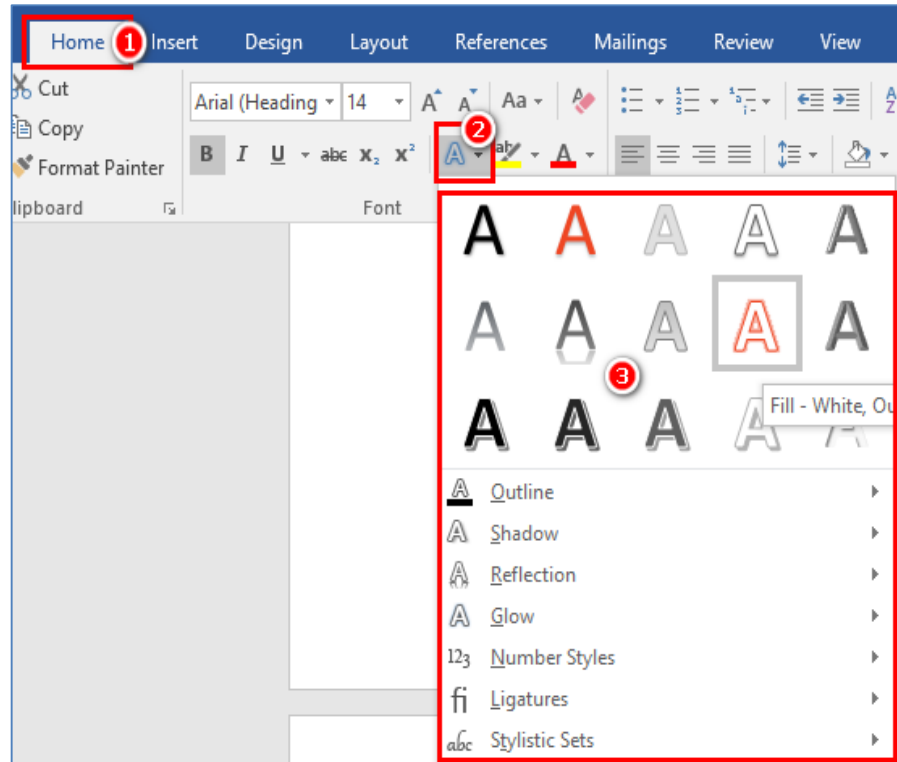
The screenshot illustrates the steps to apply simple effects to text in Microsoft Word. On the left, the **Home** tab is selected in the ribbon (1). The **Font** group on the ribbon shows the **Font Effects** icon (2). On the right, the **Font** dialog box is open, showing the **Effects** pane (3) where the **Small caps** checkbox is selected. The **OK** button is highlighted (4).

Font dialog box details:

- Font:** +Body
- Font style:** Regular
- Size:** 11
- Font color:** Automatic
- Underline style:** (none)
- Underline color:** Automatic
- Effects:**
 - ☐ Strikethrough
 - ☐ Double strikethrough
 - ☐ Superscript
 - ☐ Subscript
 - ☒ Small caps
 - ☐ All caps
 - ☐ Hidden
- Preview:** THEMES AND STYLES ALSO HELP KEEP
- Buttons:** Set As Default, Text Effects..., OK, Cancel

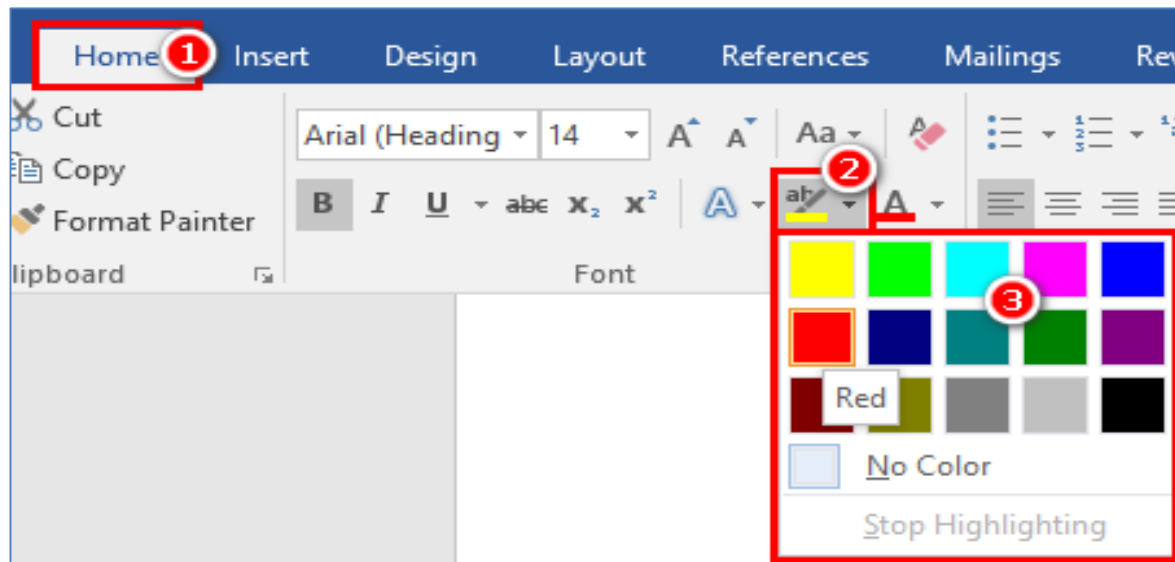
1- Format characters

- Apply text effects and typography: **Home** tab → **Font** group → select **Text Effects and Typography**  → select the suitable effect.




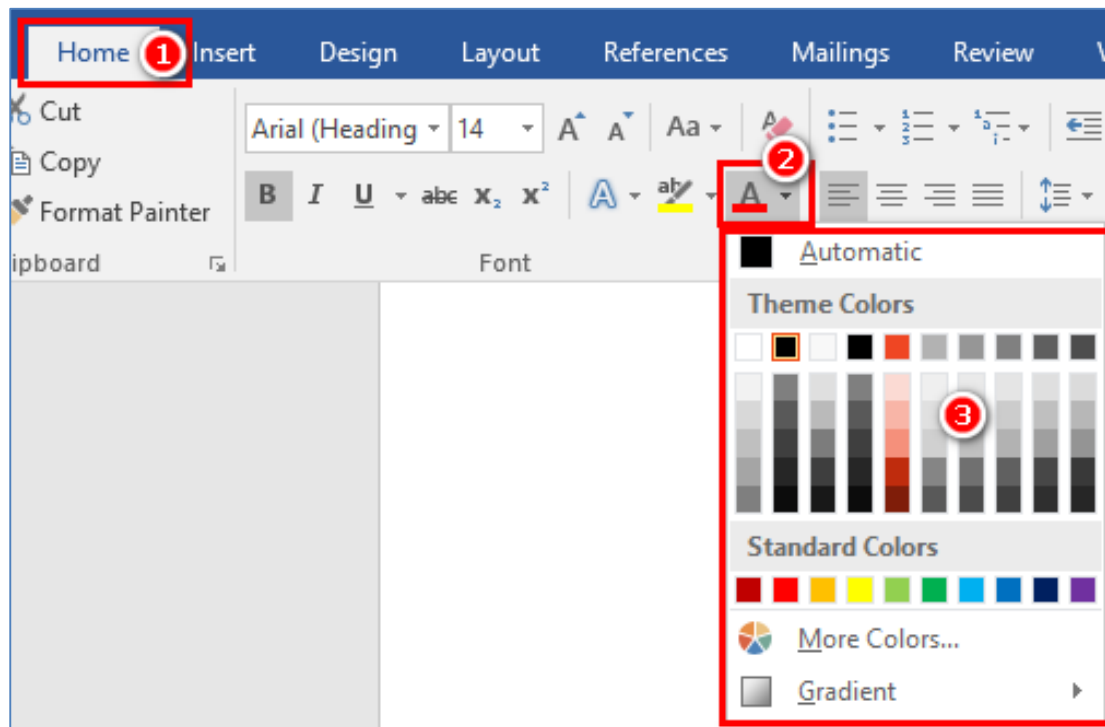
1- Format characters

- **Highlight text:** Home tab → Font group → Text Highlight Color 
→ select the suitable color.



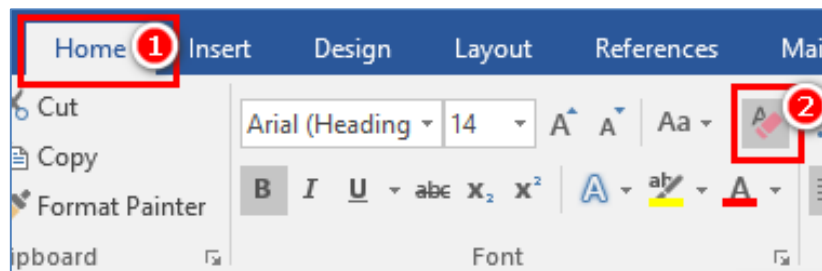
1- Format characters

- **Change font color:** Home tab → Font group → Font Color  → select the suitable color.



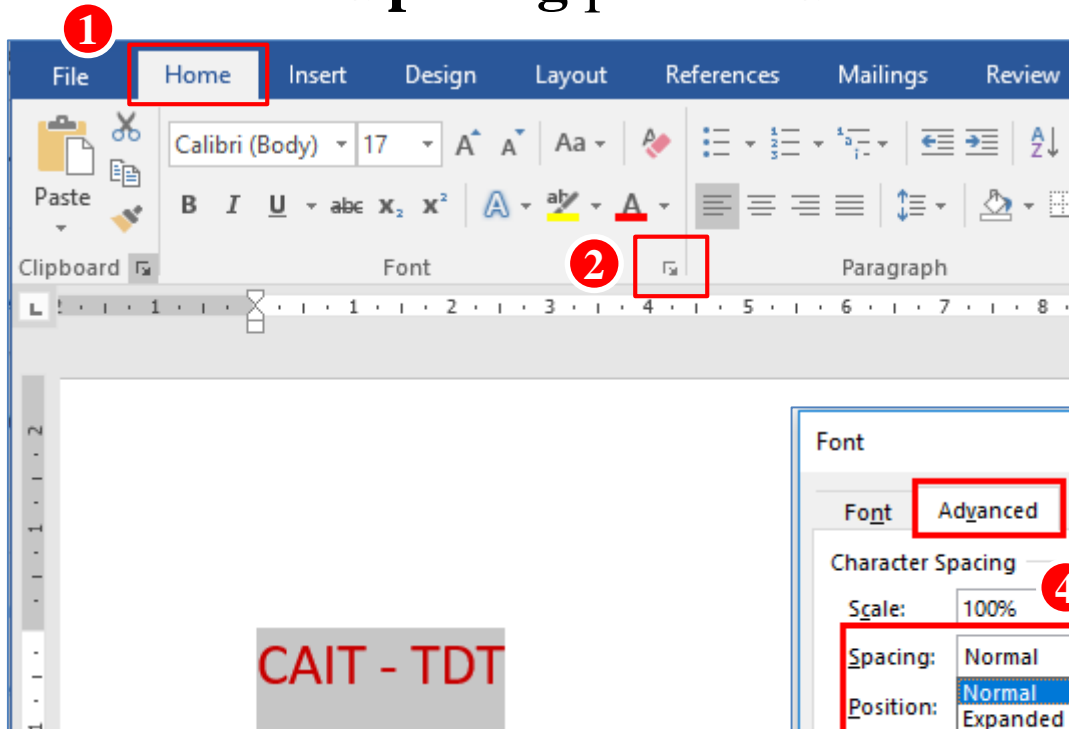
1- Format characters

- **Remove formatting:** Select text to remove formatting → **Home** tab → **Font** group → **Clear Formatting**



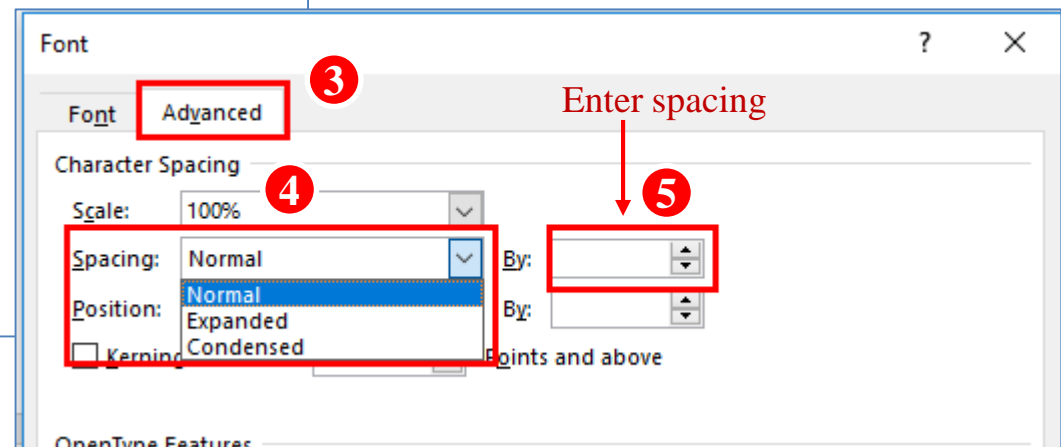
1- Format characters

- Change character spacing: **Home** tab →  → **Advanced** tab → **Character Spacing** pane → **Scale**.



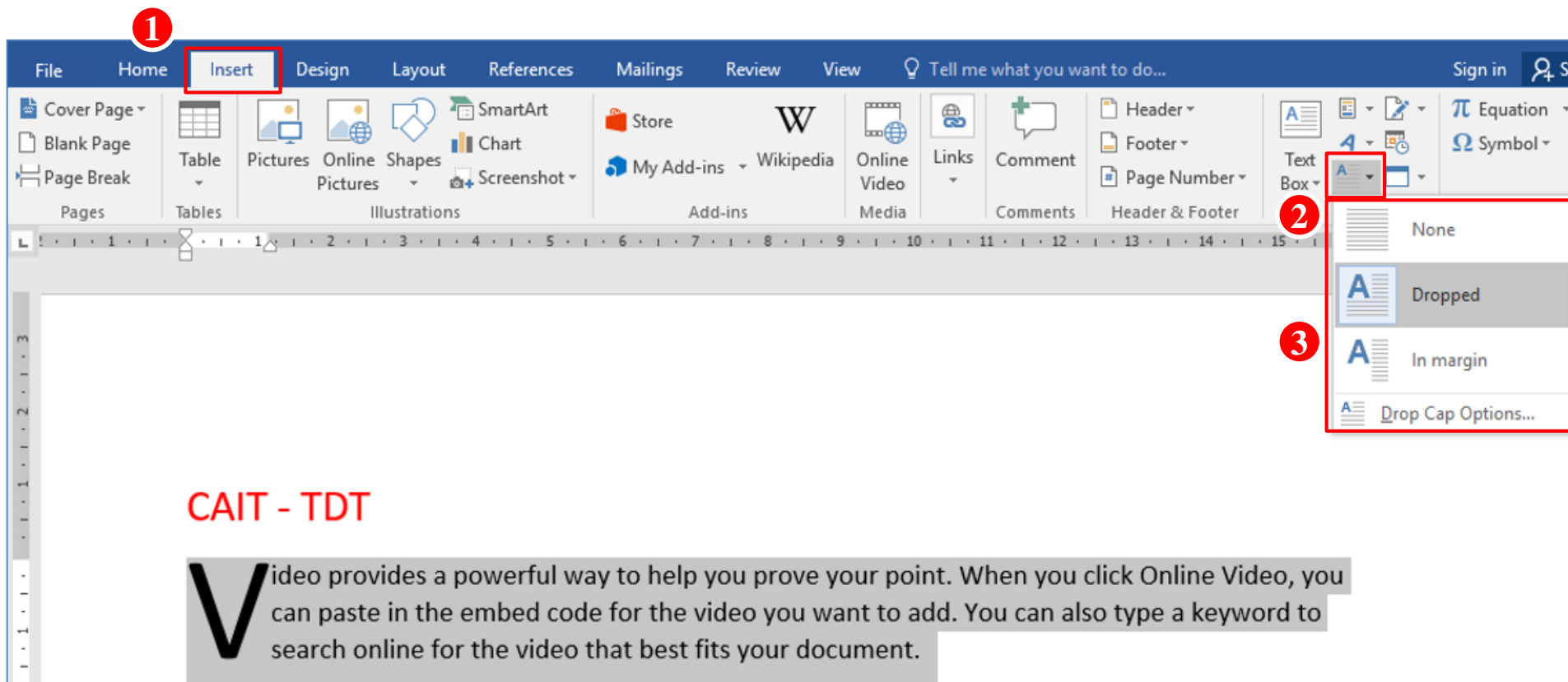
Expanded: increase character spacing

Condensed: decrease character spacing



1- Format characters

- **Drop Cap for text:** Select the text to format Drop Cap → **Insert** tab → **Add a Drop Cap** → Select Drop Cap type.



3.1 Apply font and paragraph attributes

1/. Format characters

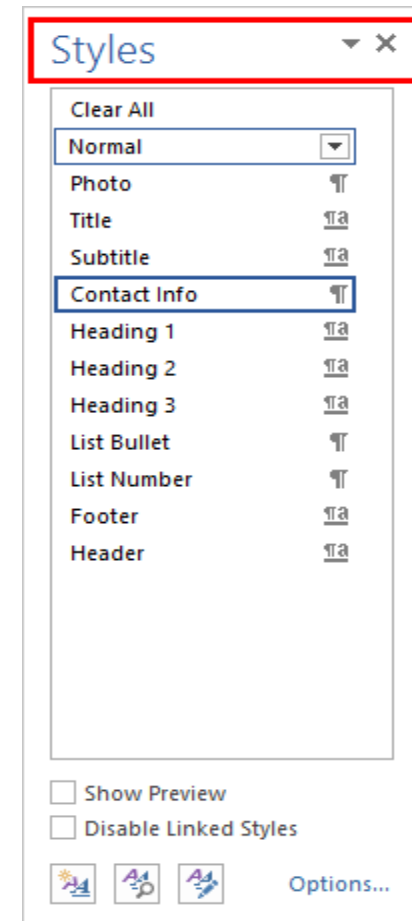
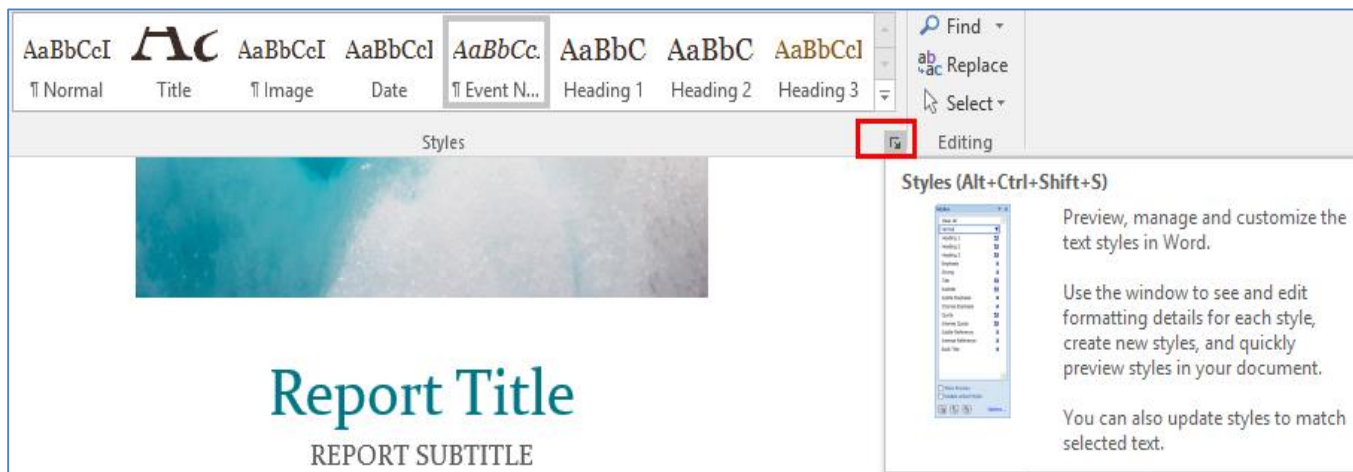
2/. Apply styles

2 – Apply styles

- **Styles** are sets of character and/or paragraph formatting to produce a consistent view throughout a document.
- **There are five types of styles:** character, paragraph, link, table and list.
- **Some common types of styles:** Heading 1, Heading 2, Heading 3, Title ...

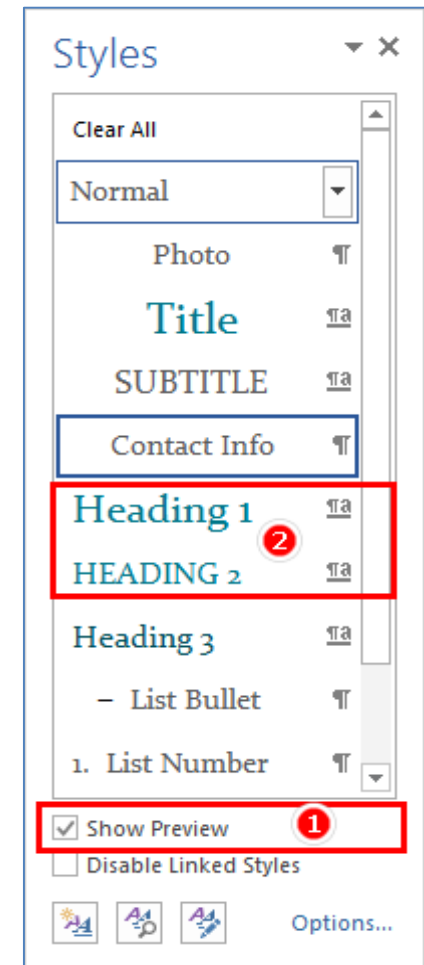
2 – Apply styles

- Display the *styles pane*: **Home** tab → click **Styles** dialog box launcher.



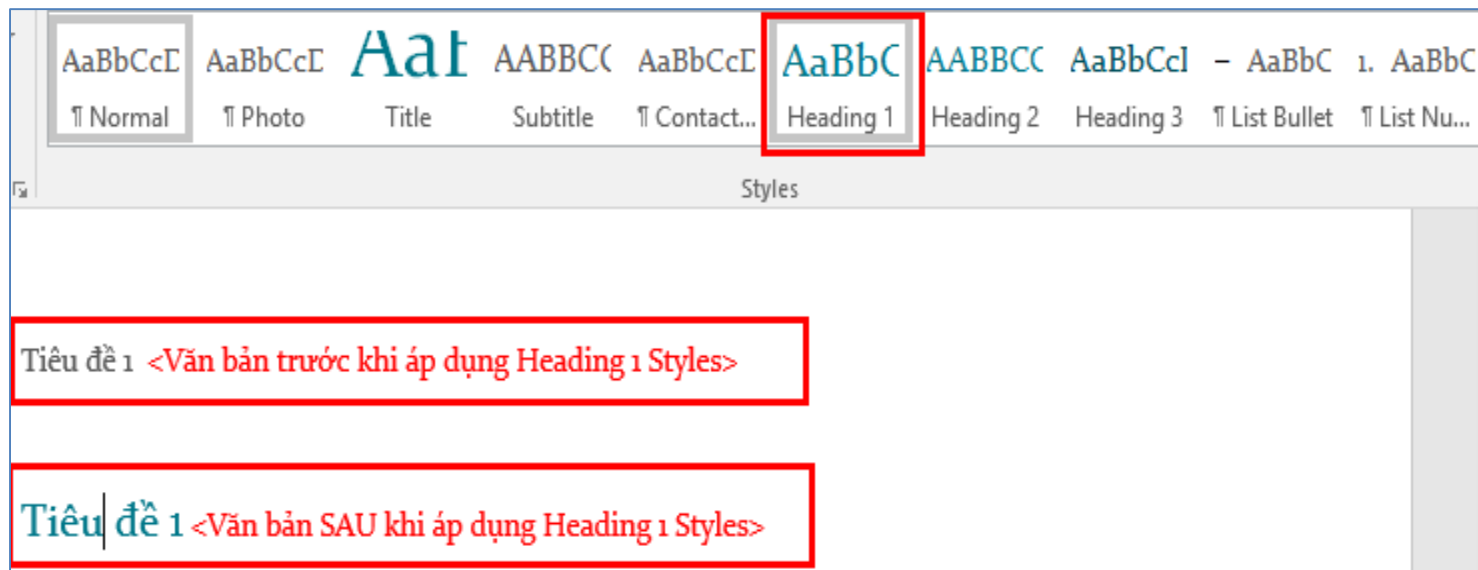
2 – Apply styles

- Display visual representations of styles in the *styles pane*: At the end of **Styles** pane → check **Show Preview** (1)
 - The result is as picture (2)



2 – Apply styles

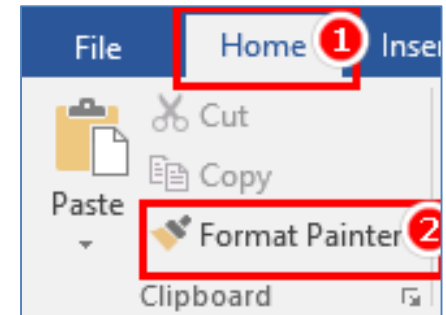
- **Apply styles:** Select the text → select the style in **Quick Styles** or in **Styles** pane.



2 – Apply styles


- **Copy existing formatting:** Select the formatted text → **Home** tab → **Clipboard** group
→ click **Format Painter** once to copy formatting once or double click to copy formatting many times
→ select the text you want to copy formatting
→ click **Format Painter** again or press the **ESC** key to turn off this function.

Văn bản đã định dạng



Văn bản cần sao chép định dạng

Chapter 3. Viewing and formatting content

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 - 3.6 Apply lists to a document

3.2 Apply different views to a document

- 1/. Switch views
- 2/. Modify the program window
- 3/. Magnify document content
- 4/. Display multiple program windows

3.2 Apply different views to a document

1/. Switch views

2/. Modify the program window

3/. Magnify document content

4/. Display multiple program windows

1. Switch views

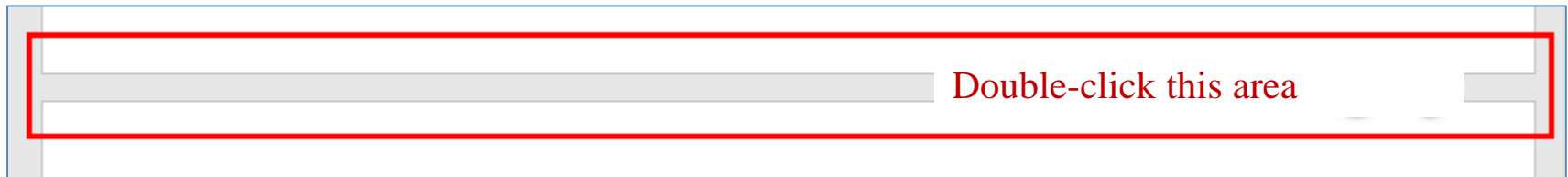
1. Print Layout
2. Read Mode
3. Web Layout
4. Outline
5. Draft

1. Switch views

1. Print Layout
2. Read Mode
3. Web Layout
4. Outline
5. Draft

1. Print Layout

- **View** tab → **Print Layout**
- **Show/hide space between pages:**
 - Double click the border between pages



OR

- Select **File** → **Options** → **Display** → Check/uncheck
Show white space between pages in Print Layout View

1. Switch views

1. Print Layout
2. Read Mode
3. Web Layout
4. Outline
5. Draft

2- Read Mode

- **View** tab → **Read Mode**
- Move from page to page:
 - **Next Screen (1)** or **Previous Screen (2)**
- Back to the view for editing document: **View** → **Edit Document (3)**:

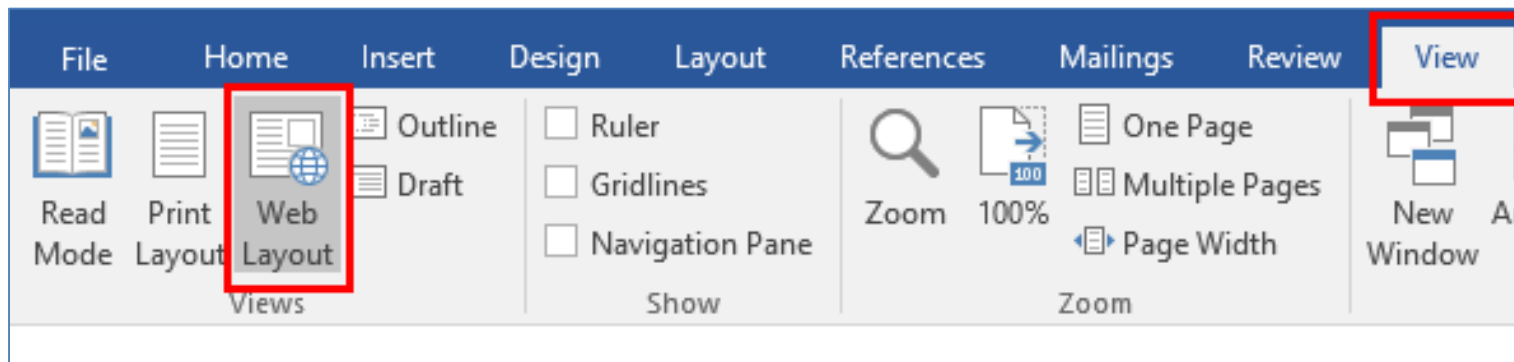


1. Switch views

1. Print Layout
2. Read Mode
3. Web Layout
4. Outline
5. Draft

3- Web Layout

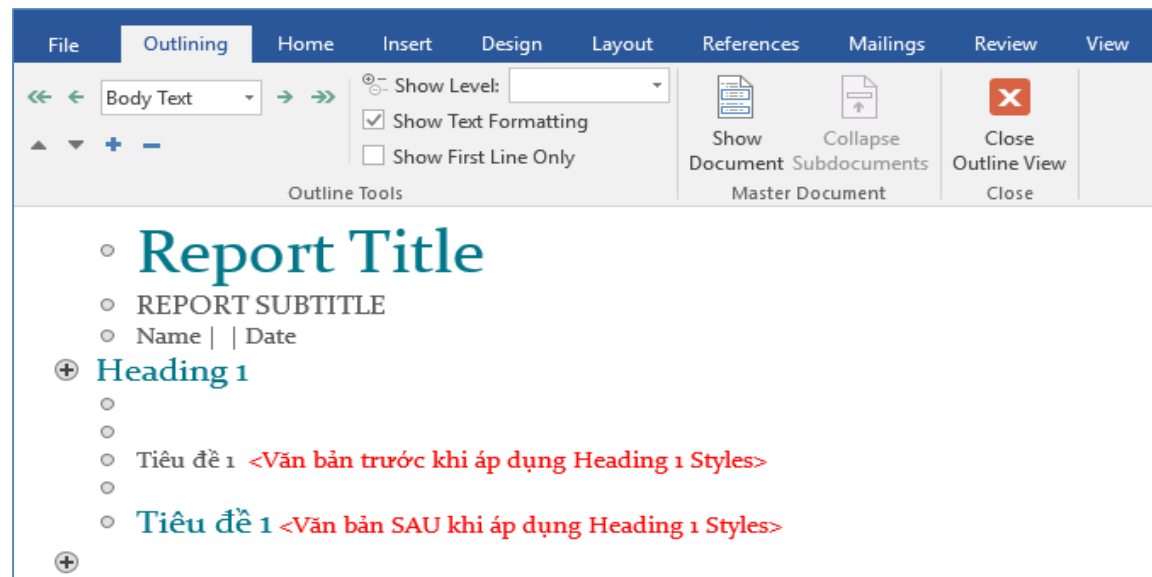
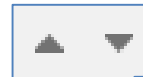
- **View tab → Web Layout.**



1. Switch views

1. Print Layout
2. Read Mode
3. Web Layout
- 4. Outline**
5. Draft

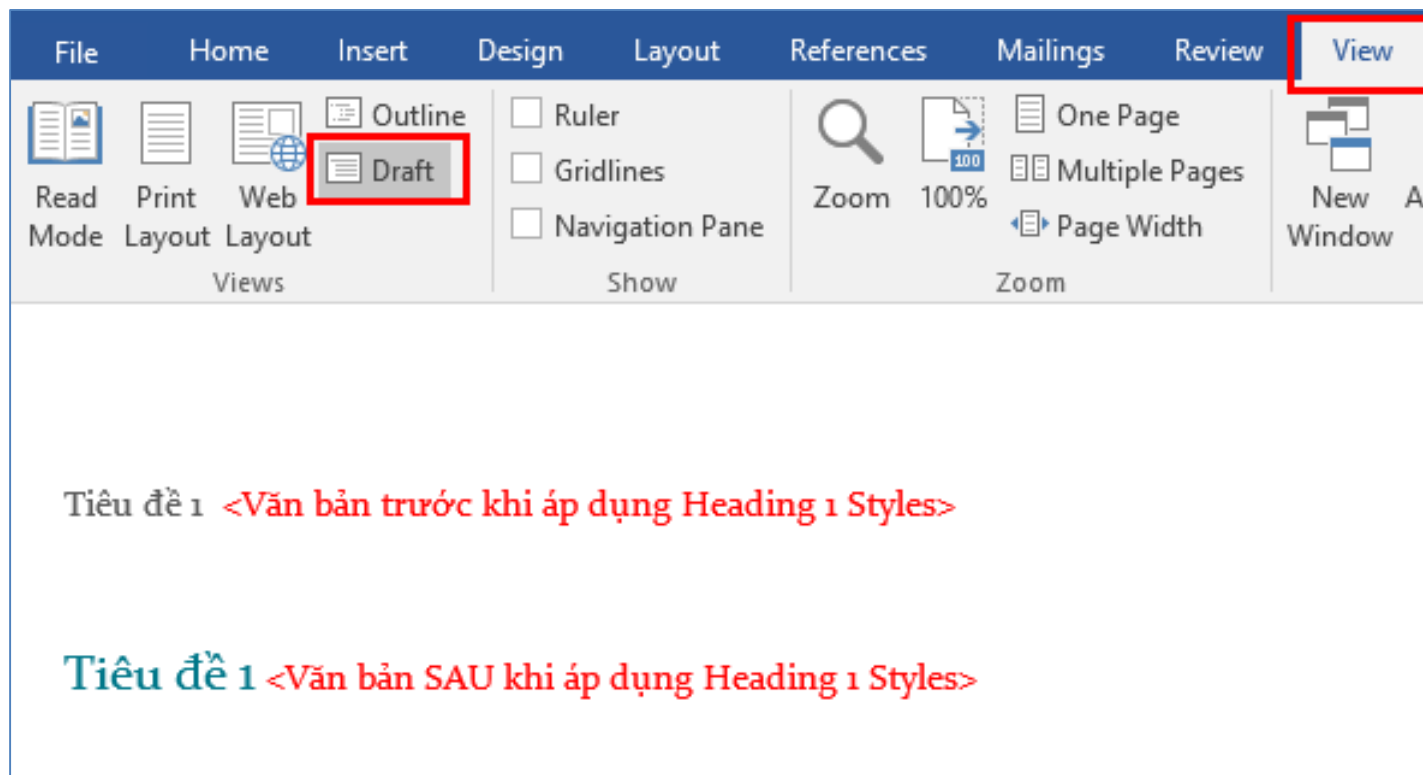
- **View** tab → **Outline**
- Features in this view:
 - Expand/collapse sections
 - Reorganize a document
 - Promote/demote sections



1. Switch views

1. Print Layout
2. Read Mode
3. Web Layout
4. Outline
5. Draft

- **View tab → Draft**



3.2 Apply different views to a document




1/. Switch views

2/. Modify the program window

3/. Magnify document content

4/. Display multiple program windows

2- Modify the program window

- Show/hide ruler: **View** tab → **Ruler**  Ruler
- Show/hide gridlines: **View** tab → **Gridlines**  Gridlines
- Show/hide non-printing formatting characters: **Home** tab → **Show/Hide** 
- Turn on/off the display of vertical ruler: **File** tab → **Options** → **Advanced** → **Display** → **Show vertical ruler** in **Print Layout View** → **OK**.

3.2 Apply different views to a document

1/. Switch views

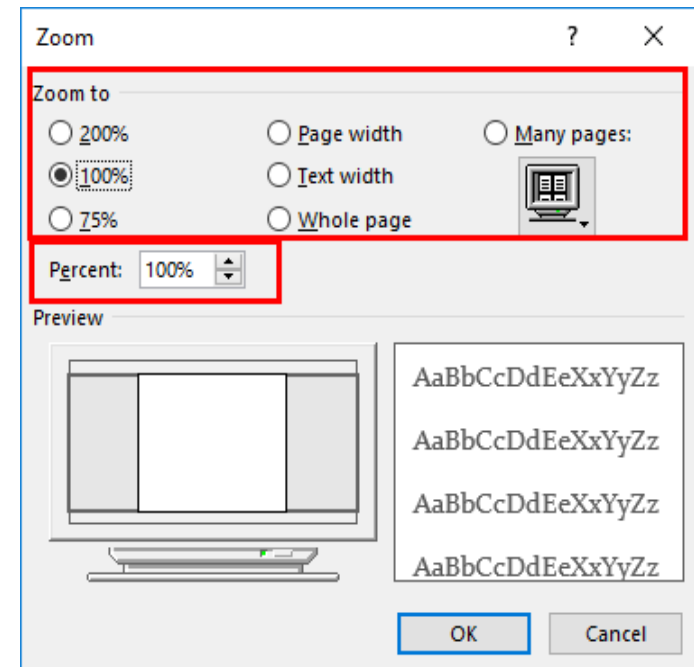
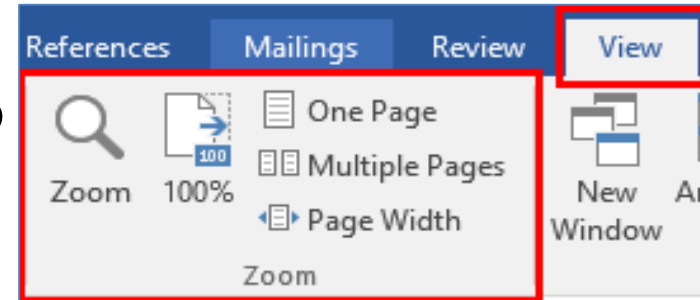
2/. Modify the program window

3/. Magnify document content

4/. Display multiple program windows

3- Magnify document content

- **Zoom in/out content:**
 - Customize in **View** tab → **Zoom** group
 - OR **View** tab → **Zoom** → customize in Zoom dialog box:
 - Select options in **Zoom to**
 - Enter % at **Percent**



3.2 Apply different views to a document

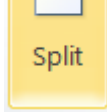
1/. Switch views

2/. Modify the program window

3/. Magnify document content

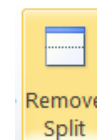
4/. Display multiple program windows

4- Display multiple program windows

- **Split the window:** View tab → Split  → By default, Word will split in the middle of the window. You can move the split to the suitable position.



- **Remove a split:** View tab → Remove Split

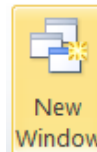


4- Display multiple program windows

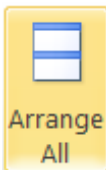
• Display multiple program windows

- Open another instance of a document in a separate window:

Thẻ **View** → **New Windows**



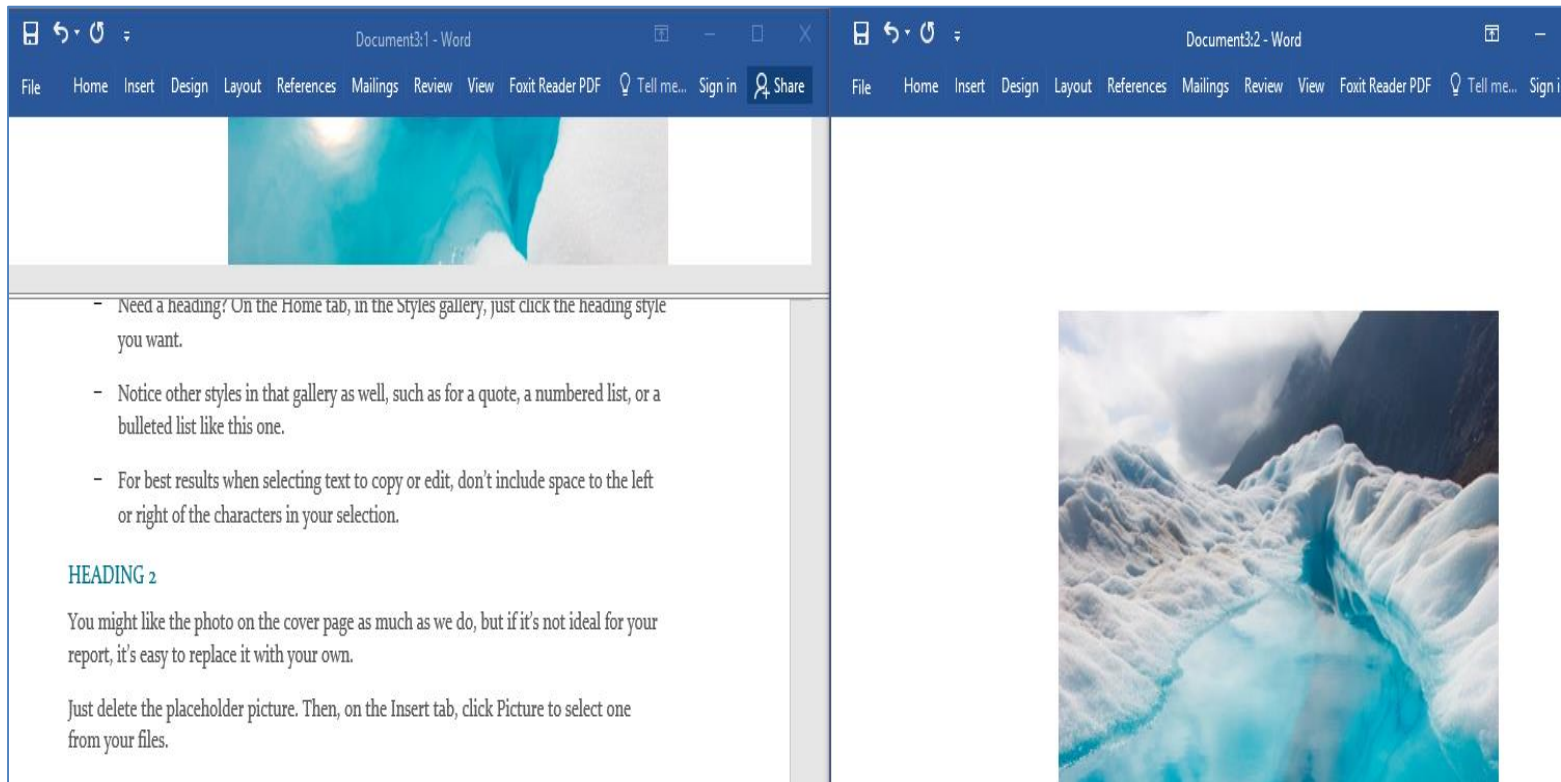
- Stack multiple program windows: **View** tab → **Arrange All**



4- Display multiple program windows

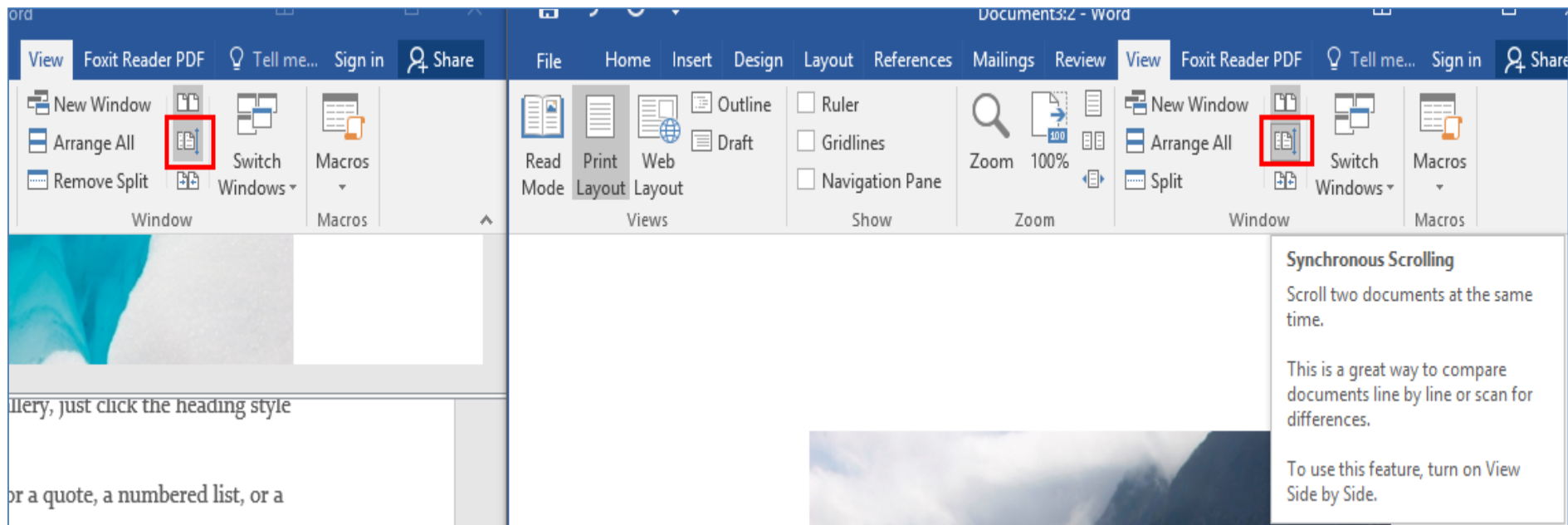
• Display two program windows side by side

– View tab → View Side by Side



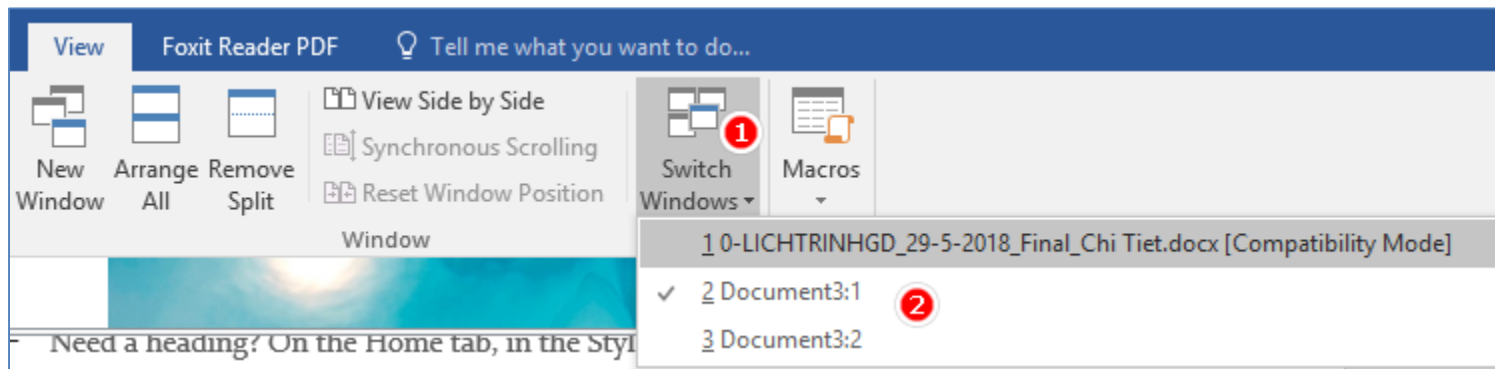
4- Display multiple program windows

- **Turn on/off synchronous scrolling between two windows:** View tab → Synchronous scrolling

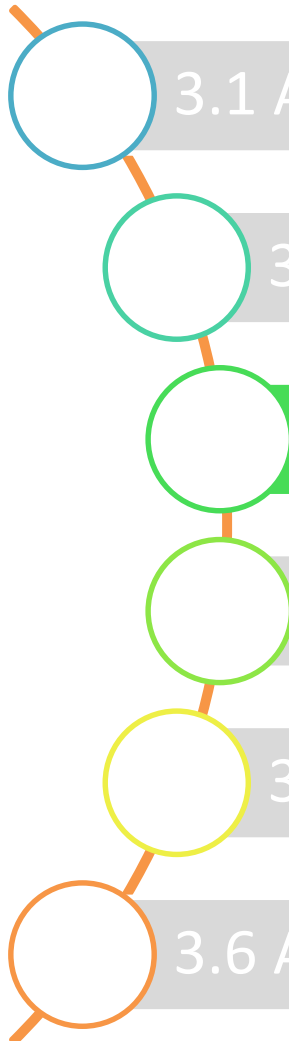


4- Display multiple program windows

- **Switch between multiple program windows:**
 - **View** tab → select **Switch Windows (1)** → select the window you want to make active **(2)**.



Chapter 3. Viewing and formatting content

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 - 3.6 Apply lists to a document

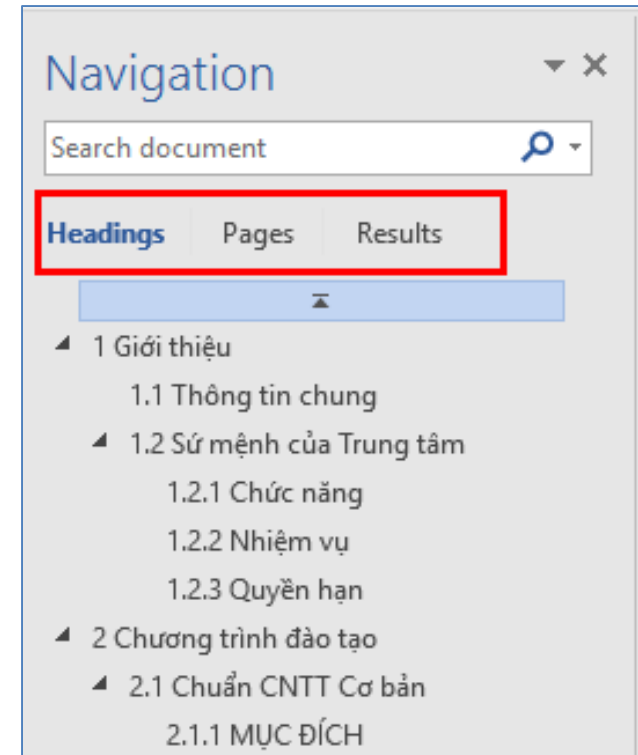
3.3 Navigate and search through a document

1/. Navigate

2/. Find and replace

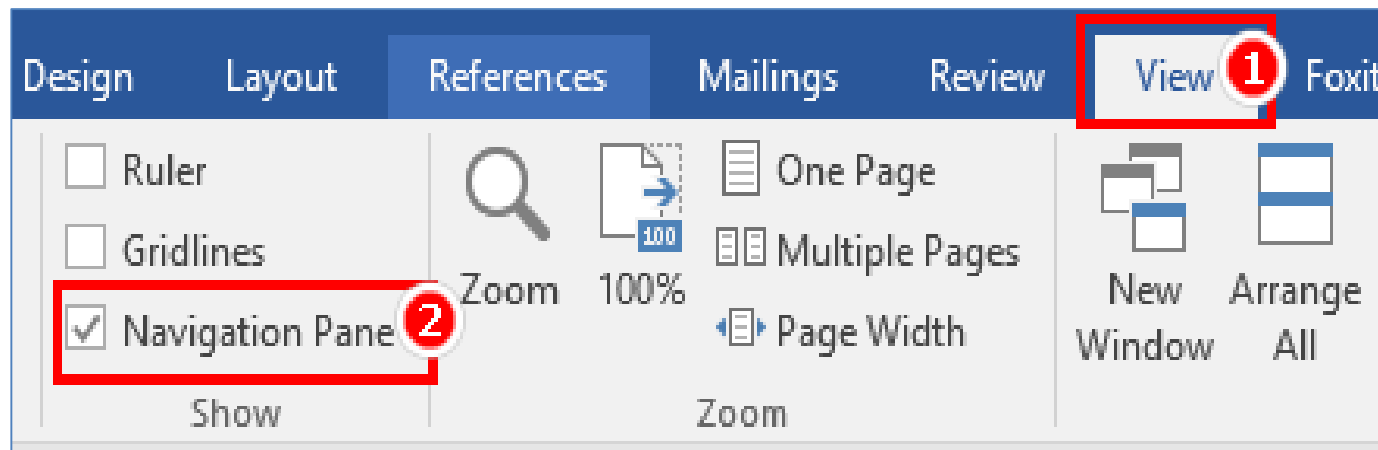
1 – Navigate

- **Navigation pane:** 3 tabs
 - **Headings:** display headings
 - **Pages:** display the thumbnails of pages
 - **Results:** display search results based on keywords
- *You can move to a specific position in the document through the Navigation pane.*



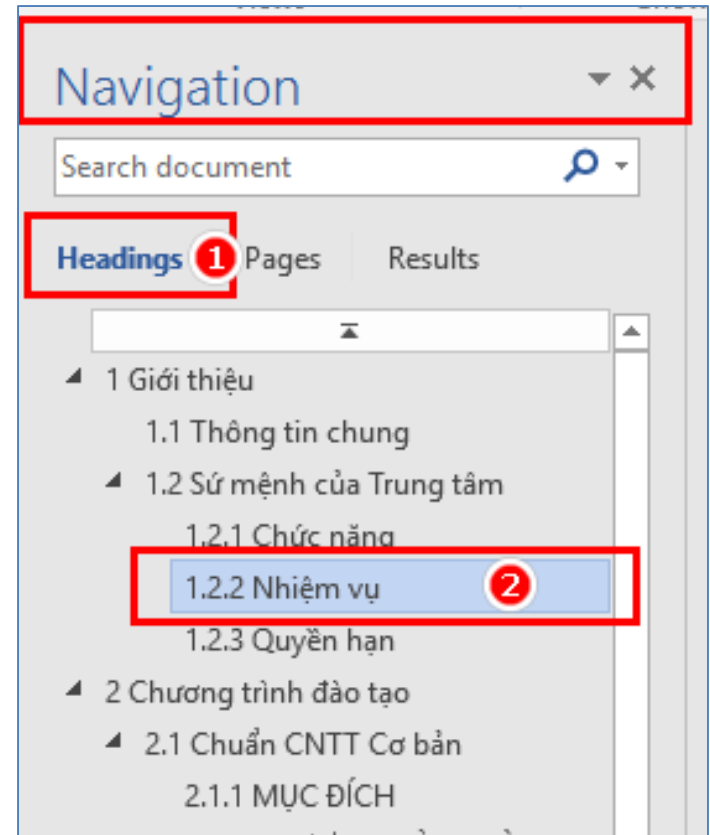
- **Display Navigation pane**

- **View** tab → **Show** group → check **Navigation Pane**



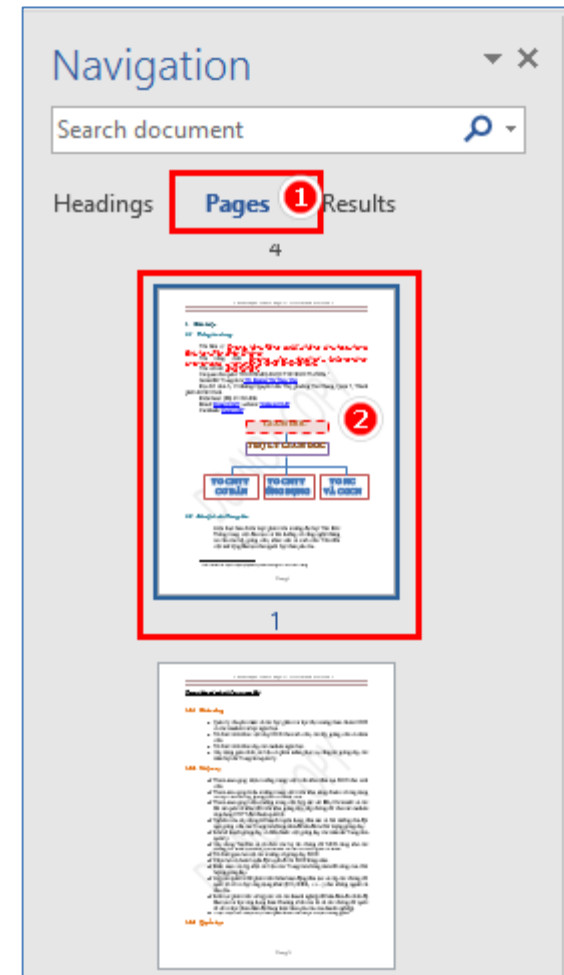
1 – Navigate

- **Move to document headings**
 - In the **Navigation Pane** → select **Headings** tab (1)
 - Click the heading you want to move (2)



1 – Navigate

- **Move to any page**
 - In the **Navigation Pane** → select **Pages** tab (1)
 - Click the thumbnail of page you want to move (2)



1 – Navigate

- **Simple search**

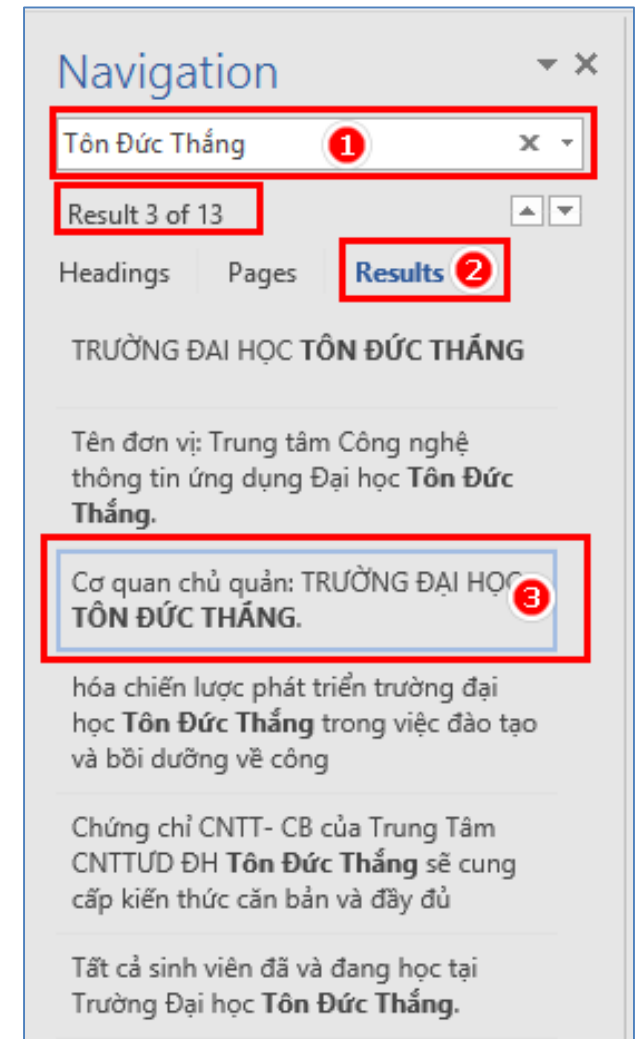
- Enter the content you want to find in the text box of the **Navigation pane**

(1)

- Select **Results** tab (2)

- Click the content you want to move

(3)



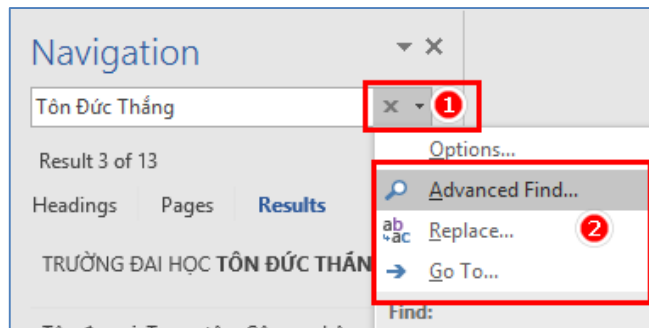
3.3 Navigate and search through a document

1/. Navigate

2/. Find and replace

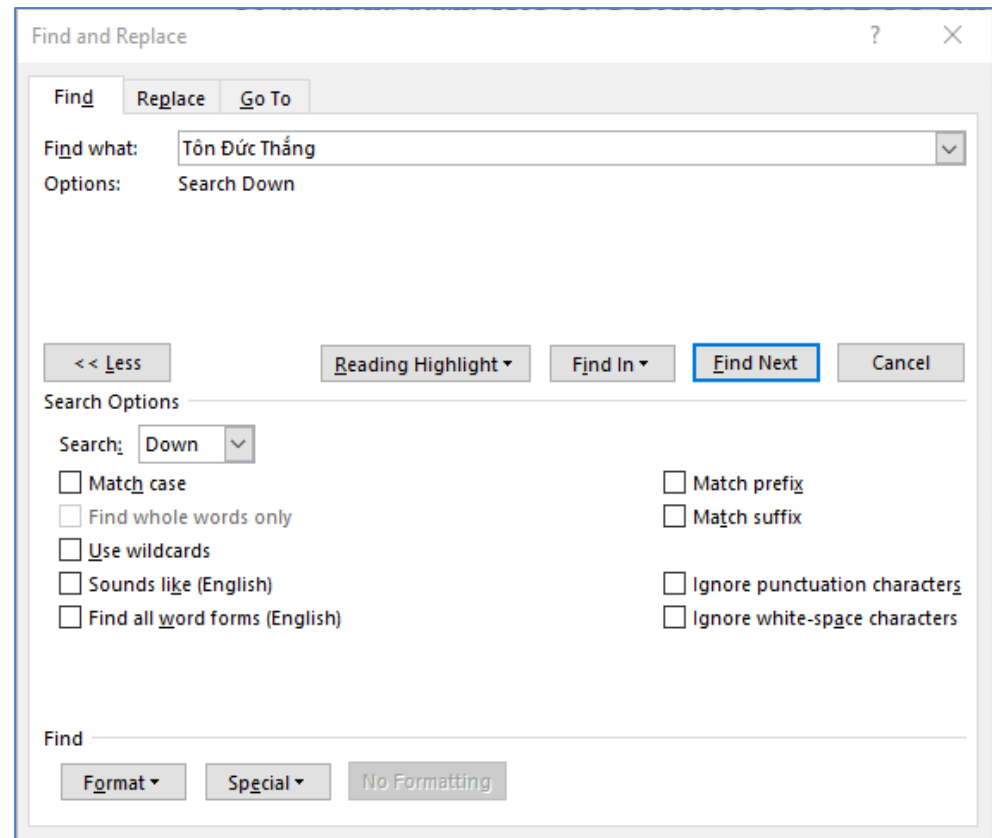
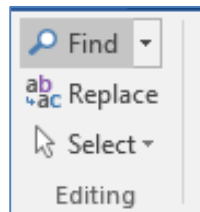
2 – Find and replace

- **Display the find and replace window**
 - From the **navigation pane**:



– OR select **Home** tab

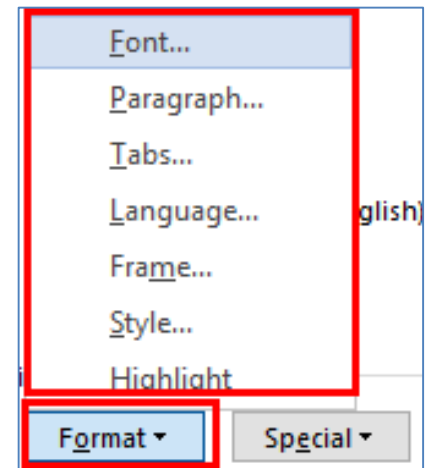
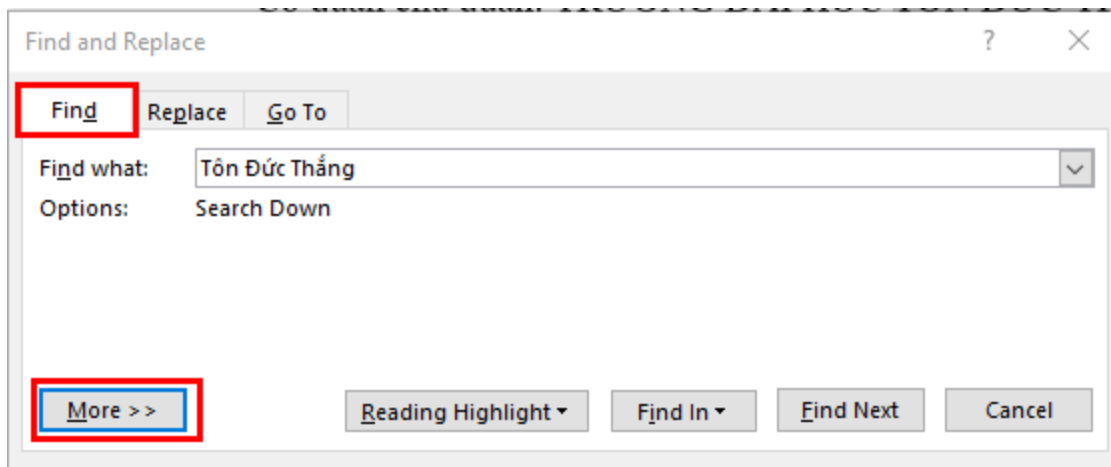
→ **Editing** group



2 – Find and replace

- **Find styles and formatting**

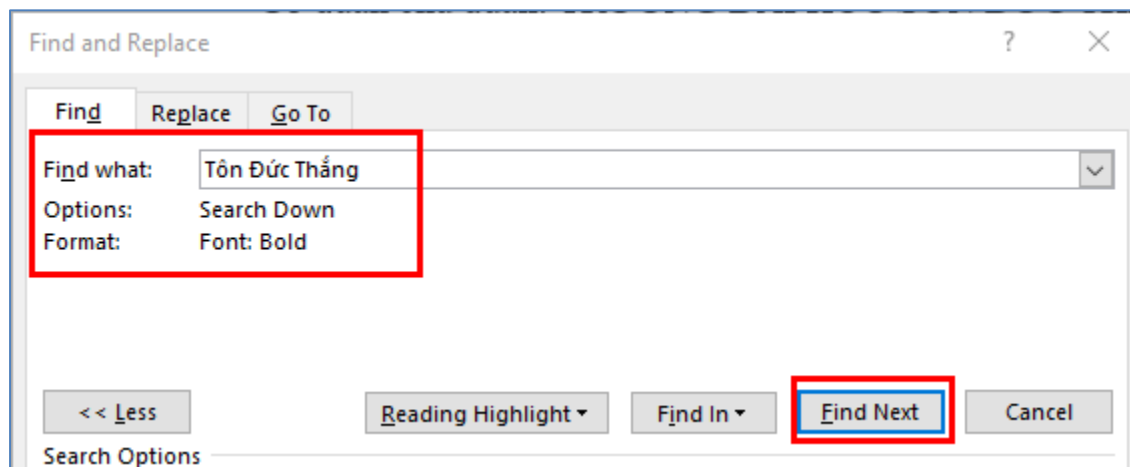
- In the **Find** tab of the **Find and Replace** window, select **More >>** (1)
- Click **Format** to select the type of formatting (2)



2 – Find and replace

- **Find styles and formatting (tt)**

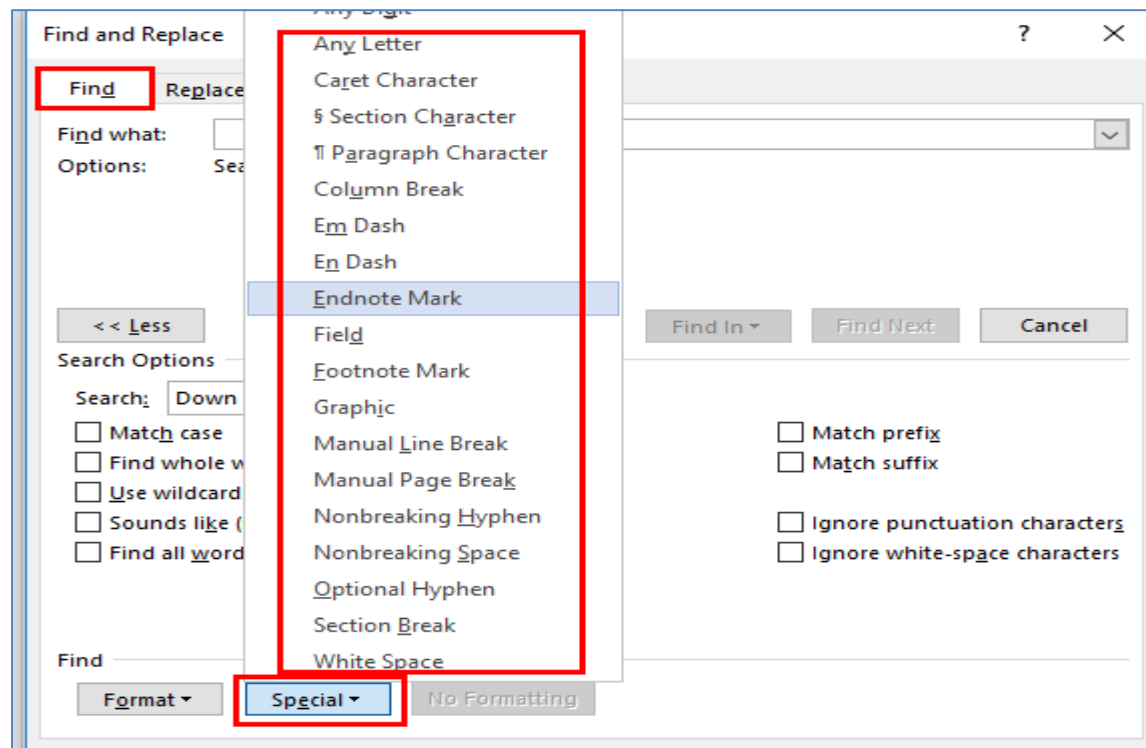
- The result of finding formatting will appear below the **Find what** box
- Click the **Find Next** button to start finding



2 – Find and replace

- Find special characters

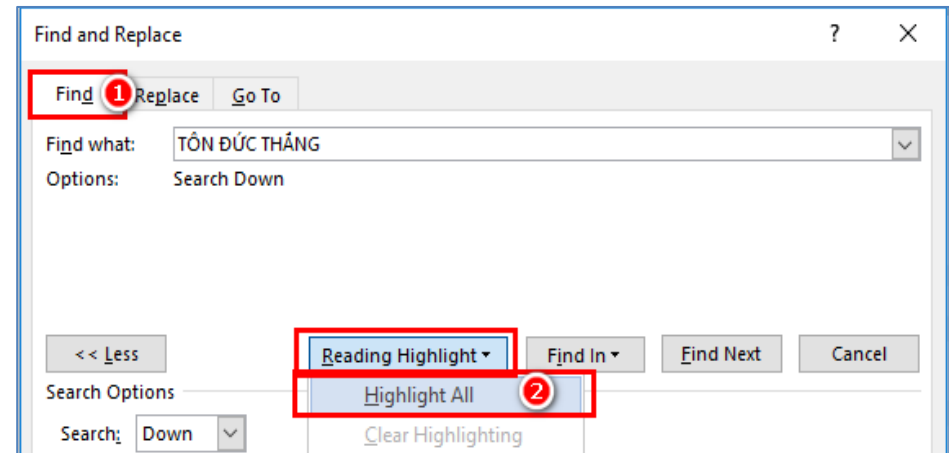
- In the **Find** tab of the **Find and Replace** window → **Special** → select the character to find.



2 – Find and replace

- Highlight to emphasize text or formatting found

- In the **Find** tab (1) of the **Find and Replace** window →
Reading Highlight → select
Highlight All (2).



on vị: *Trung tâm Công nghệ thông tin*
Tôn Đức Thắng.
 tiếng Anh: *Center for Applied*
ogy – Ton Duc Thang University.
 iết tắt: *CAIT-TDT*.
 an chủ quản: TRƯỜNG ĐẠI HỌC *TÔN ĐỨC THẮNG*.¹

2 – Find and replace

- **Replace text and/or formatting**

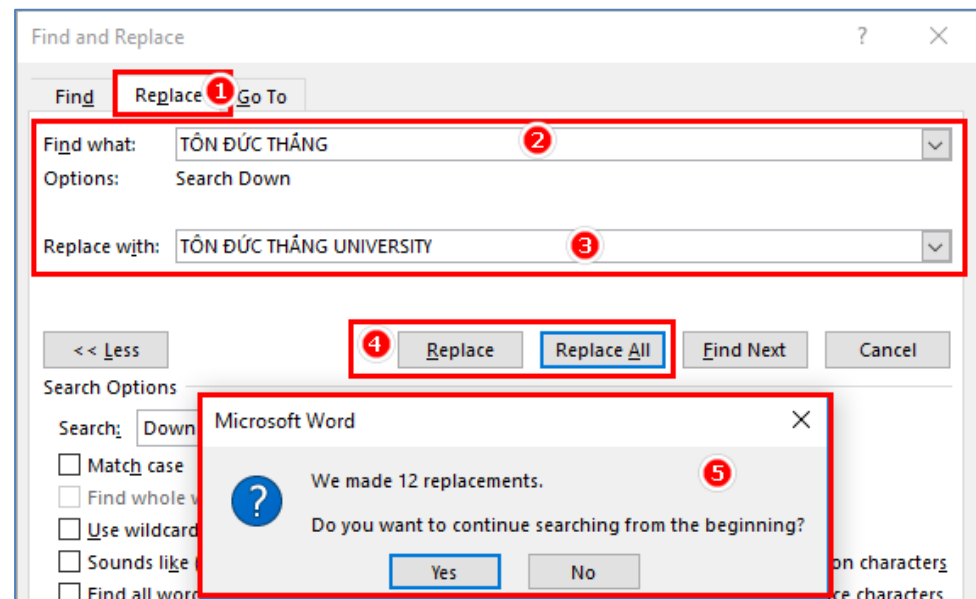
- **Replace tab (1)**

- Enter the text and/or formatting to find in **Find what (2)**

- Enter the text and/or formatting to replace in **Replace with (3)**

- Select **Replace** or **Replace All (4)**

- The result of replacement will appear (5)



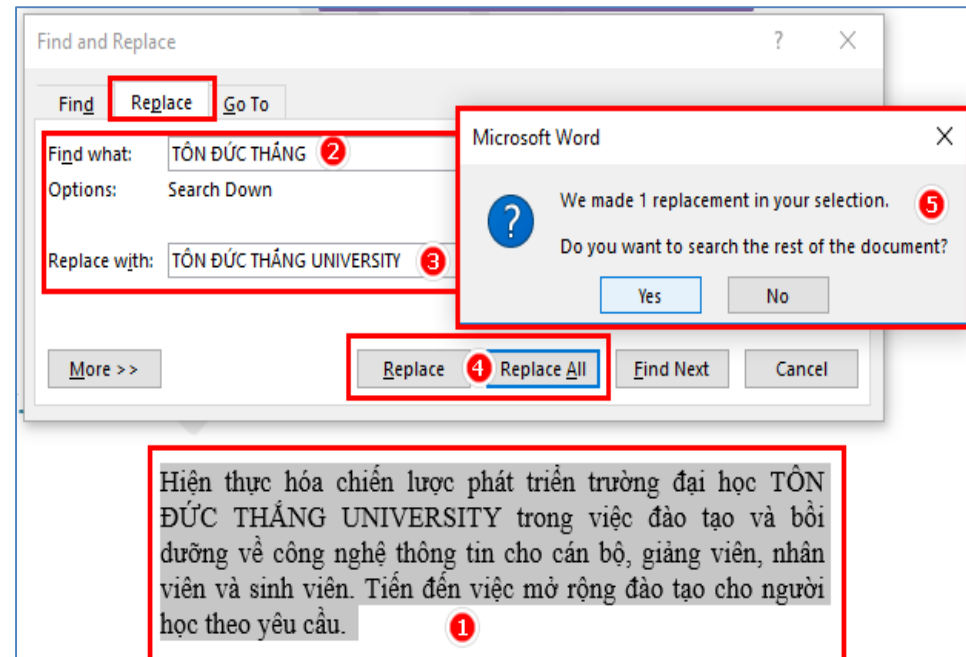
2 – Find and replace

- **Replace text and/or formatting (cont.)**
 - **Replace All:** Replace all instances of the specified text and/or formatting
 - **Next:** Specify the first instance of the specified text and/or formatting → click **Replace** to replace this instance
 - Move to the next instance by **Find Next**

***Note:** Without selecting text, Word will find and replace from the cursor's position to the end of the document.*

2 – Find and replace

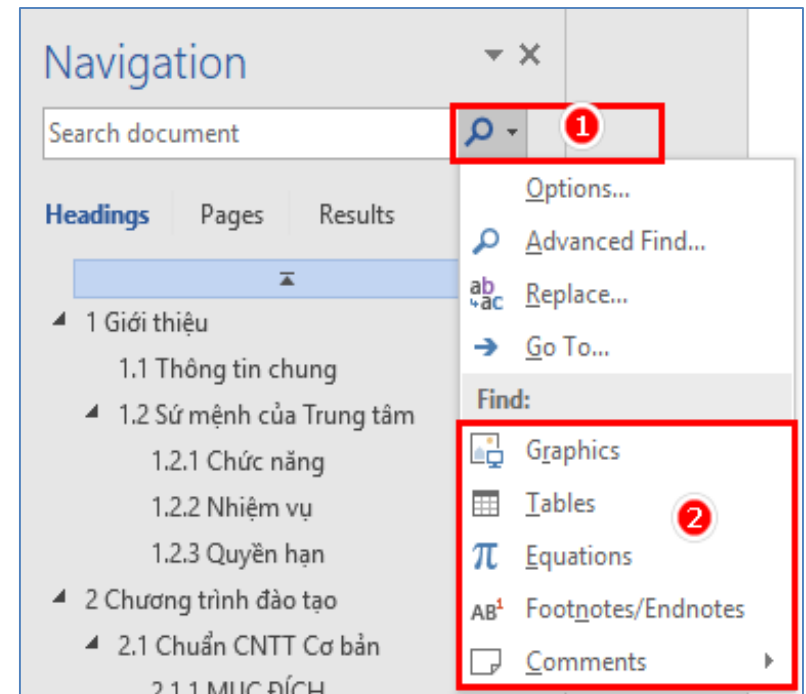
- **Replace text in a specified region**
 - Select the region to find and replace (1).
 - In the **Replace** tab, enter the text and/or formatting to find in **Find what** (2) → enter the text and/or formatting to replace in **Replace with** (3)
 - Select **Replace** or **Replace All** (4)



2 – Find and replace

- **Finding document elements (2 ways)**

- **1:** In the **Navigation Pane** → in the **Search document** → click **Search for more things (1)** → select the element to find **(2)**.

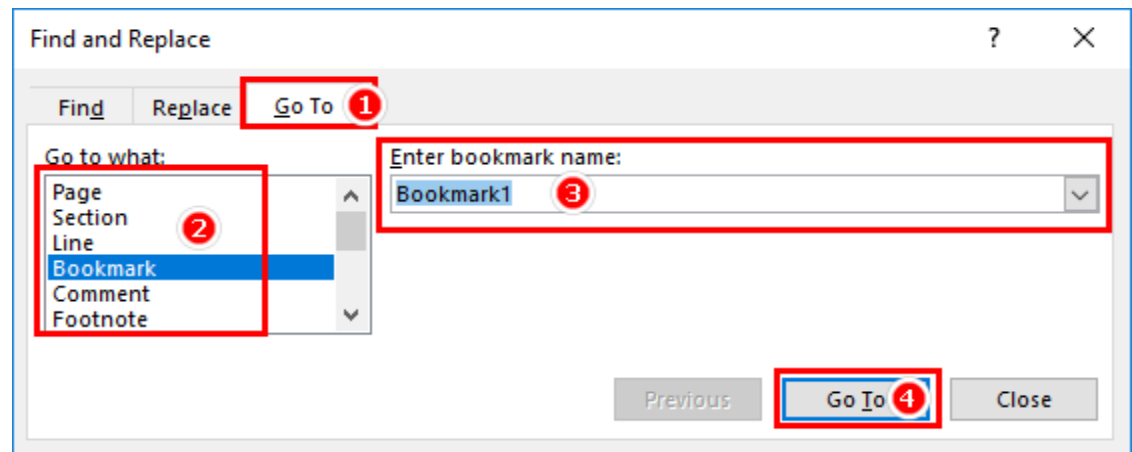


2 – Find and replace


- **Finding document elements (cont.)**

- 2:

- In the **Find and Replace** window → select **Goto** tab (1)
- In the **Go to what** list → select the element to find (2)
- Enter value to find (3)
- Click **Go to** (4)



Chapter 3. Viewing and formatting content

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- 3.1 Apply font and paragraph properties
 - 3.2 Apply different views to a document
 - 3.3 Navigate and search through a document
 - 3.4 Apply spacing settings to text and paragraphs
 - 3.5 Apply indentation and tab settings to a paragraph
 - 3.6 Apply lists to a document